



Job Announcement

<http://www.mdcourts.gov>

Opening Date:	April 6, 2015	Closing Date:	April 20, 2015
Job Title:	Executive Assistant to the State Court Administrator	Position Type:	Regular Full-time
PIN:	000435	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Administration Annapolis, Maryland	Grade/Salary:	J12 \$44,450 - \$53,023 (Depending on Qualifications)
		Financial Disclosure:	Yes

EXECUTIVE ASSISTANT TO THE STATE COURT ADMINISTRATOR

Reporting directly to the Maryland State Court Administrator (SCA), the Executive Assistant provides executive support on a day-to-day basis. The Executive Assistant will serve as the primary contact for internal and external parties on all matters pertaining to the State Court Administrator. The successful applicant will act as a liaison to senior management; organize and coordinate executive and external relations efforts; and oversee special projects. The Executive Assistant acts as a liaison between the SCA, key executives, and employees. The Executive Assistant provides high-level administrative support by conducting research, preparing data and presentations, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, organizing emails, etc.

Essential Duties

- Executes a broad variety of tasks for the SCA including: managing active calendar of appointments; composing / preparing correspondence, some of which are highly confidential; arranging detailed travel plans, itineraries, and agendas
- Completes timesheets and expense reports
- Manage key projects regarding events and communication critical to essential functions of SCA
- As the initial point of contact for SCA, exhibit a professional and friendly demeanor that reflects the office of the SCA
- Plans, coordinates and ensures the SCA's schedule is followed and respected.
- Screens incoming calls to the SCA, determining whether or not it requires the attention of the SCA
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the SCA, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response
- Provides clear and direct communication between the SCA's office and internal departments; demonstrating skills to maintain credibility, trust and support with senior management staff
- Partners closely and effectively to keep the SCA well informed of upcoming commitments and responsibilities, following up appropriately
- Builds relationships crucial to the success of the organization, and manages a variety of special projects, some of which may have organizational impact
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting letters, correspondence, and other tasks that facilitate the SCA's ability to effectively lead the judiciary
- Prepares meeting agendas, coordinates packets/handouts and composes minutes of meetings
- Performs other duties as assigned

Desired Skills and Experience

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with staff and external partners
- Expert written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability

- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Track record of streamlining processes, making suggestions on improvements allowing SCA and others to perform tasks more efficiently
- Ability to perform all essential functions of this position

Education and Experience Requirements

- BS/BA or equivalent combination of education and/or experience required.
- 5 plus years' experience supporting an Executive, or other similar senior-level executive position required.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms

The SCA seeks a self-starter who has an outstanding professional demeanor and who will thrive in a challenging and constantly changing environment. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, organizational and project management skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Candidates for this position may be required to complete a skills assessment.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below by 4:30pm on the closing date. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.